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Library Trustees Minutes 01-14-2003

Robbins Library Board of Trustees

January 14, 2003

Call to Order

Ms. Radochia called the meeting to order at 7:37 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Approval of Minutes

The minutes of the December 16th meeting were corrected to reflect the full name of the Dallin Committee, which is the Cyrus E. Dallin Committee. The corrected minutes were approved on a motion by Ms. Muldoon; seconded by Ms. Ruderman.

Communications

1. The trustees reviewed and discussed the major points in the letter received from a patron, Catherine King. Ms. Radochia will write a letter of response. 2. A letter was received from College Misericordia acknowledging the personal donations by the Trustees sent in memory of Margaret Spengler.

Print Collection

Ms. Muldoon made a motion to expend \$300 from the Robbins Print Fund to purchase canvas bags for the circulating art print collection; seconded by Ms. Deal. Passed unanimously.

FY04 Budget

Ms. Loud has met with the Acting Town Manager, Nancy Galkowski, regarding the budget preparations. She apprised the trustees of the proposed cuts to the library budget. Ms. Galkowski will submit budget proposals to the Selectmen at the end of January.

Annual Report

Ms. Loud drafted the annual report which she distributed copies of to the board. Ms. Fennelly moved to accept the report, as amended with minor corrections; seconded by Mr. Murphy. Approved unanimously.

Fundraising and Little Brown Solicitation

Ms. Ruderman will draft a letter of solicitation to Little Brown for review at the next meeting. The trustees' general business solicitation will take place in April.

Mid-Year Report of Trust Fund Liaison

Ms Muldoon reported on trust fund spending to date. Approximately one-third of the money allotted has been spent.

Mid-Year Report of the Russell Fund Liaison

Mr. Castiglioni reported that out of a budget allotment of \$30,000, approximately \$13,000 has been expended. Approximately \$17,000 remains for expenditure by June 30th.

Mid-Year Evaluation of Trustee and Administrative Goals

The Board reviewed progress on meeting trustee and administrative goals. The topic of a tenth anniversary celebration (of the opening of the expanded and renovated building) will be placed on an upcoming agenda and a sub-committee will be appointed to plan it. An updated long-range plan is needed for the years FY2005 and beyond.

Author Program

Ms. Loud has been exploring an author panel for the spring. She suggested reinstating the author program sub-committee to work on this.

Request of Arlington Public Schools for Book Fair

The elementary schools' foreign language coordinator would like to use the Community Room for a book fair in the spring. It was the consensus of the board to allow this.

Request of Henry Bear's Park regarding Book Sale

In coordination with the upcoming Chinese New Year celebration at the library, Henry Bear's Park would like to sponsor a reading and signing by Lesley Schwartz, author of a new book on Chinese festivals. Also, the China Trade Group has asked to use the Community Room for two days in the spring for a commercial book sale. It was the consensus of the board that neither of these requests qualified for an exemption to the meeting room usage policy.

Adjournment

The meeting was adjourned at 10:05 PM on a motion by Ms. Deal; seconded by Mr. Murphy. The next meeting will take place on Monday, February 10th at 7:30 PM.

Respectfully submitted,

Cynthia Diminture

